



Working with Prezi

Prezi is a presentation tool that offers some powerful and interesting features. The presentations are created on a single canvas. Items on the canvas can be placed, moved, and zoomed to create an engaging look. A path can be drawn between the various elements on the canvas to create an animation. Creating a Prezi is easy! Go to www.prezi.com and follow these steps to create your first Prezi.

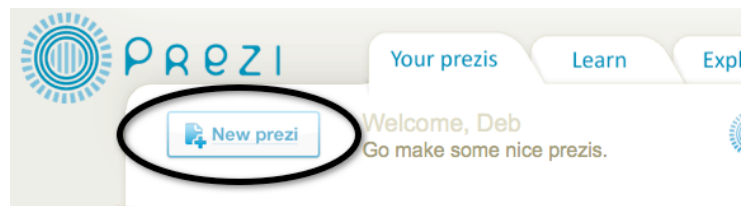


Create an Account

As an educator, you can create a free account that will allow you to create, show, and share Prezis online as well as download finished Prezis so that you can present them offline. You can also make your Prezis private, published, or shared with people you choose. You will have 500 MB of storage space on Prezi's site. Be sure to register using your school email address.

Begin Your Prezi

Once you are logged in to your account, click *New Prezi* at the top of the page.



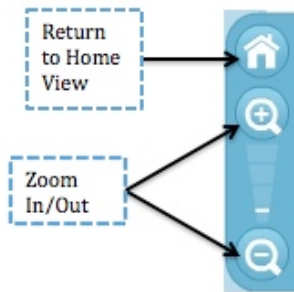
Create a Title

Type a title for your new Prezi. Include a description if desired. Click *New Prezi* at the bottom.

Click Anywhere to Add Text

Click anywhere on the canvas to add a text box. As your ideas fill the canvas, you can drag them around to create more space. Notice the text editing tools that appear when you are adding text.



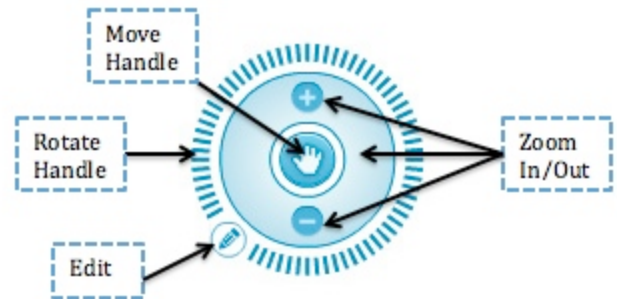


Zoom in to Develop Your Ideas

Zoom in to your text to develop the ideas and add more text. Use the zoom buttons on the right side of the screen or scroll your mouse wheel to zoom in and out.

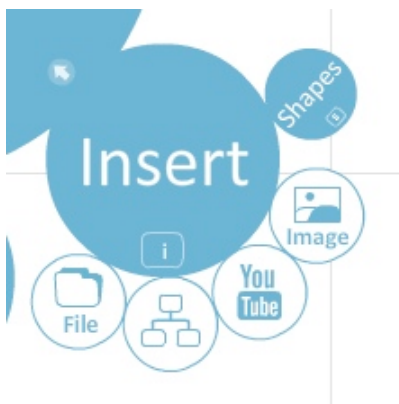
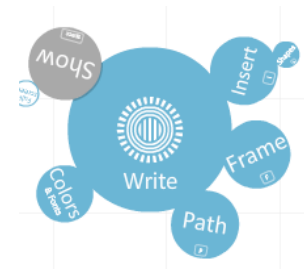
Use the Zebra for Structure and Size

Arrange your text and create hierarchy by changing the size of the text. When you click on one of the text boxes, you'll see the striped transformation zebra, which lets you move (center of the zebra), size and scale (inner ring of the zebra), and rotate (outer ring of the zebra) objects of any kind.



Use the “Bubble Menu”

This *Bubble Menu* will allow you to do more with your Prezi. The larger circles represent various categories. The smaller circles are subcategories. Larger circles will become partially invisible when subcategories are selected. Simply click the partial category to regain the full menu. Once you get the hang of it, the bubble menu is easy to use.



Add Objects Using Insert Menu

Click *Insert* on the menu in the upper left and navigate to the type of object you want. Once the object appears on the canvas, you can click on the image and use the zebra to move, size, or rotate it.

Add Shapes or Frames

You can also add shapes or frames to your Prezi to add emphasis or flair. These options are found in the bubble menu.



Add Style to your Prezi by Using the Colors Category

Choose a preset theme or create your own using the *Theme Wizard*.



Create Your Storyline

Click on *Path* in the bubble menu to create your storyline. Click on the parts of your Prezi in the order in which you want to show them. If you want to change the order of your path, you can *Delete All* and start again or drag the unassigned path ball (that appears between path numbers) to the object you want to show.

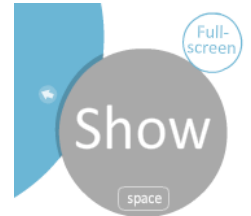


Saving Your Prezi

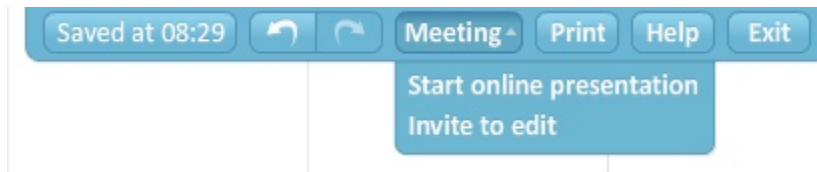
Your Prezi is automatically saved as you work. If you would like to manually save your Prezi, simply click on the button on the toolbar at the top of your screen that reads *Saved at*.

Click 'Show' to Present!

Go into presentation mode by clicking on Show. Step through your Prezi with the arrow buttons or arrow keys. You can click to zoom in and out of your ideas at any point and press the arrows to get back to the path.



Collaborating with Prezi



The *Meeting* button on the Prezi toolbar allows you to work on and share your Prezi with others online. If you click *Start online presentation* you will be provided with a link that you can share with others so that they may view your presentation remotely. Clicking *Invite to edit* will allow you to send others a link that will enable them to edit your Prezi. Up to 10 people can work on a Prezi at a time.

Other Sharing Options

When are done simply click *Exit*. This will take you to the dashboard for the Prezi you have been working on. At this point you will be presented with a menu that provides you even more ways to share your Prezi.

